

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1362

TITLE: ACCOUNTANT III

GRADE: S-27

DEFINITION:

Under limited supervision, plans, directs and supervises the activities of a professional accounting staff engaged in the performance, analysis, and review of highly complex, diversified accounting work; OR serves as the agency financial manager, with responsibility for the development and oversight of agency-wide budget (under \$75 million) and fiscal management; OR serves as an expert in an area of accounting which has County-wide impact (i.e. directing FAMIS for the County); and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Accountant II in that the Accountant III supervises and provides technical assistance to subordinate professional accountants in a highly complex financial environment; OR has county-wide responsibility for a complex function in the Office of Finance.

ILLUSTRATIVE DUTIES

Participates in the formulation, documentation and administration of accounting policies and procedures;

Serves as a resource for county agencies on grants accounting matters;

Coordinates Project TARGET (Tax Administration Revenue Generating Teams);

Maintains liaison with county offices for delinquent tax collections;

Researches accounting issues and new accounting pronouncements, analyzes their impact on current operations, and recommends means of implementation;

Supervises professional accountants involved in preparing special cost, audit and budgetary studies;

Oversees the maintenance of numerous fund/subfund accounts;

Prepares statements for capital improvement funds to determine funding availability and/or the need to sell bonds;

Participates in the management and oversight of county-wide policies and procedures affecting the security and integrity of online FAMIS:

Reviews long-range revenue and expenditure estimates to ensure availability of funds;

Projects agency revenues based on previous trends and earnings;

Oversees the preparation of complex accounting statements and reports;

Prepares or oversees preparation of a large, complex agency budget;

Schedules and supervises or performs audits and investigations to ensure the authenticity and legality of expenditures;

Serves as agency contact and expert on fiscal automation;

Supervises the establishment and implementation of fiscal records on various capital projects;

Ensures operating agencies comply with existing financial policies;

Maintains complex accounting records in compliance with State and Federal regulations and guidelines;

Reviews and authorizes financial documents relating to accounts receivable, accounts payable and purchasing activities;
Exercises control and accountability over a variety of large Federal and State grants.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles, methods, and practices of governmental accounting and fiscal management, and the ability to apply them to complex governmental accounting systems;
Considerable knowledge of Federal, State and County procedures, policies, regulations and legislation impacting the maintenance of County financial records and reports;
Knowledge of electronic financial data processing systems;
Ability to plan, direct, and supervise the activities of professional accountants engaged in complex accounting work;
Ability to prepare and/or coordinate the preparation of comprehensive, complex accounting reports and records;
Ability to communicate effectively both orally and in writing;
Ability to develop and implement sound accounting policies and procedures;
Ability to work effectively under pressure and meet established deadlines;
Ability to maintain good working relationships with employees, public officials, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in accounting, business administration, or a related field; PLUS
Four years of increasingly responsible accounting experience including two years experience with automated accounting systems.

CPA certification or a Master's degree in an appropriate field may be substituted for one year of required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: April 16, 2002
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REVISED: March 17, 1986